

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDS/OL/PSD 25

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE
OF
REPORT☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTING

Report of Overtime Hours Worked

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

☒

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Biweekly or as worked

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form computer print-out, etc)

Form 293

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Request of Chief, PSD

10. PREPARING COMPONENT (include lowest level contributing information to report)

7 PSD Branches

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-6-8	\$ 4.32	30 min.		\$ 2.16	26		\$ 56.16
GS-13	9.67	5 min.		.80	2		1.60
GP, 10%	7.37	30 min.		3.69	26		95.94
GS-6	3.51	5 min.		.25	2		.50
LB-11	4.04	30 min.		2.02	13		26.26
GS-4	3.28	2 hours		6.56	26		170.56
GS-10	6.10	5 min.		.50	5		2.50

B. COSTS OF COMPUTER PRODUCED REPORTS

None

TOTAL COSTS PER YEAR

\$ 353.52

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Used to confirm that T&A (Form 20) is submitted correctly, backup in case of question on pay received, record of overtime hours worked for statistical figures and future studies or papers prepared using overtime figures.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒

RETAIN AS IS

☐

OTHER (explain)

☐

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

None

None

16. DATE OF INVENTORY

8 OCT 1970

17. NAME

18. EXTENSION